



Practice Support Guide

Guide for:	<u>CONDUCTING A CRIMINAL HISTORY CHECK</u>
Required Forms:	<ul style="list-style-type: none"> ➤ Application for Criminal History Background Check (www.DCS.forms) ➤ FBI Fingerprint Card
Key Terms:	<p>Relative :</p> <p>Emergency Placement is defined as the placement of a related child who is under the supervision of DCS into the foster family home applicant <u>prior</u> to the Detention Hearing.</p> <p>Non-Emergency Placement is defined as the placement of a related or non-related child who is under the supervision of DCS in an unlicensed home <u>after</u> the Detention Hearing.</p>
Procedure	Key or Relevant Information
<p>Staff will complete the following:</p> <ol style="list-style-type: none"> Each person who will be printed must complete an <u>Application for Criminal History Background Check</u> form. <ul style="list-style-type: none"> Make sure the applicant signs the application Verify the identity of all individuals in the home, regardless of age, by reviewing any valid, government-issued identification document. Individuals may be fingerprinted at <u>any</u> LEA, Sheriff's Office, Indiana State Police Post, or by a private fingerprint vendor. Once the individual has been fingerprinted, all applicant fingerprint cards and the Application for Criminal History Background Check form must be returned to the FCM. Verify that the FBI fingerprint card areas are printed in black ink, review for accuracy and completion. 	<p>On the Application for Criminal History Background Check form, <u>all</u> fields are mandatory.</p> <p>These documents include:</p> <ul style="list-style-type: none"> • Driver's license • School issued photo identification • INS Permanent Resident Card • Birth certificate for child aged 0-13 • Matricula Consular Identification • Passport <p>Only persons age 18 and older are required to be fingerprinted.</p>

6. Insure the following areas on the fingerprint card are completed before sending to the Central Office Background Check Unit:
 - 1) last, first and middle name
 - 2) aliases (AKA)
 - 3) signature of fingerprinted person
 - 4) reason fingerprinted
 - 5) date of birth
 - 6) sex
 - 7) social security number
 - 8) date applicant was printed
7. DCS will pay the fingerprinting fee for applicant and applicant household members who are county-licensed foster homes or unlicensed relatives.
8. When the applicant returns all completed fingerprint cards, and forms, document receipt of item and then forward to the Central Office Background Check Unit.
9. Local DCS offices will receive a letter stating whether the applicant's criminal history is qualified, conditionally disqualified or disqualified **and** will receive a copy of the official FBI transcript.

Background.CheckUnit@DCS.IN.gov

In the "Reason Printed" box, use one of the following codes:

- Emergency Placement IC 10-13-3-27.5;
- Non-Emergency Placement IC 10-13-3-27.5; or
- Foster Care Licensing IC 31-27-4-5.

Mail information to:

**Department of Child Services
Central Office Background
Check Unit - MS049
402 W. Washington St. W364
Indianapolis, IN 46204**